

Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

PROJECT REVIEW COMMITTEE PROCEDURES

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A. The following procedures will govern the preparation, submission, and processing of projects submitted to the Project Review Committee (CIA Regulation )

(1) The sponsoring office will:

- (a) Determine whether Project Review Committee action is required by CIA Regulation . In case of doubt, consult the Comptroller.
- (b) Obtain approval in principle from the appropriate Deputy Director and permission to formally submit the project to the Project Review Committee.
- (c) Prepare the project for presentation to the Project Review Committee in staff study form (CIA Regulation No. )

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(1) The following points, as appropriate, and such other information as any particular project may demand should be covered either in the staff study proper or supporting annexes:

- (a) Description of the project and its purpose. Is the project a new one or an augmentation or redirection of an old project? Timing for implementation and completion with phasing indicated.
- (b) Nature and extent of policy and program approval relied upon as authorization for the detailed action proposed in the project.
- (c) If prior policy and program approval has not been established, what policy and program objective, if any, will be established by approval of this project?
- (d) Congressional implications, if any, and action recommended with regard thereto.
- (e) Administrative and operational support requirements, such as personnel, facilities, cover, communications, technical services, money, etc., indicating quantities, dates required, and phasing.
- (f) Support requirements of other Government agencies and arrangements made for coordination with or support by such

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agencies if the project is approved. Commitments involving transfer of funds to another agency must not be made until the project is finally approved by competent authority.

- (g) As an alternative to (e) or (f), why operational or administrative support has not been planned. Recommendations with regard thereto. Normally, projects should be submitted without such plans only when, in the opinion of the appropriate Deputy Director, it is desirable to obtain Committee approval in principle prior to undertaking staff work to develop detailed plans. In such cases, if the project is approved in principle, it shall again be reviewed by the Committee when proper support plans have been developed, unless otherwise specified in the project approval.
- (h) Total cost, phased by fiscal year if appropriate, and whether use of vouchered or unvouchered funds is recommended. Estimates should be supported by detailed costs to include, as appropriate:
  1. Personnel.
  2. Items and services to be procured through facilities other than Government agencies.
  3. Items to be procured from or through other Government agencies.
  4. Acquisition or rental of real estate and construction of facilities.
  5. Other expenses.
  6. Where possible, other liabilities which may be incurred now or in the future.
- (d) Obtain the concurrence or comment of other offices which will have any responsibility for implementation or support of the project if it is approved, including, where appropriate, the General Counsel, Assistant Deputy Director (Administration) - Inspection and Security, and the Comptroller.
- (e) Submit the original and six copies of the project to the appropriate Deputy Director.

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- (2) The Deputy Director, as an individual member of the Project Review Committee, may, under the provisions of Regulation   approve of the project if it does not exceed \$25,000, in which case he shall forward his approval to the Recording Secretary of the Project Review Committee. Projects not approved by the Deputy Director but which he desires to have reviewed by the Committee shall also be forwarded to the Recording Secretary.
- (3) When the project has not already been approved by an individual member of the Committee, the Recording Secretary of the Project Review Committee, after coordinating any additional staff review deemed appropriate, shall see that each regular member of the Committee and the Comptroller receives a copy of the project at least forty-eight hours prior to the meeting at which it will be reviewed. He shall also make the necessary arrangements for the Project Review Committee meeting and the attendance of appropriate personnel.
- (4) The Project Review Committee will:
  - (a) Approve or disapprove of the project with appropriate exceptions, limitations, etc., if it does not exceed \$25,000, or
  - (b) Recommend to the Director approval or disapproval of the project with appropriate exceptions, limitations, etc., or
  - (c) Return to the sponsoring office for modification and resubmission.
- (5) The Recording Secretary of the Project Review Committee will advise the sponsoring office and the Comptroller of final action taken on all projects forwarded to him by a Deputy Director. When a project is approved, the Recording Secretary shall also give appropriate written notice to all Deputy Directors.
- (6) Projects submitted which do not comply with this Regulation will be returned to the sponsoring office without action.
- (7) The Comptroller will report to the Project Review Committee any obligation of funds without approval of the Director or the Committee which, in his opinion, is improper without such approval. He shall also submit to the Deputy Director (Administration) a quarterly report showing the financial status of projects.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Director  
(Administration)

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